



REPLY TO THE
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICER EDUCATION SYSTEM BATTALION
3747th MULTIFUNCTIONAL TRAINING BRIGADE - EUROPE
UNIT 28130, APO AE 09114-5000

AEUR-FS-OES (351)

SY 2007

MEMORANDUM FOR Incoming Combined Arms Exercise (CAX) Course Students

SUBJECT: Student Preparation for CAX Course Attendance

1. References.

- a. AR 135-200, Active Duty for Training, Annual Training, and Active Duty for Special Work of Individual Soldiers.
- b. AR 350-1, Army Training and Education.
- c. AR 350-15, Army Physical Fitness Program.
- d. AR 600-9, Army Weight Control Program.
- e. AR 670-1, Wear and Appearance of Army Uniforms and Insignia.

2. Purpose. This memorandum provides you with necessary information to assist in your arrival and duty at the First Battalion; Officer Education System (OES) Battalion, 3747th Multifunctional Training Brigade – Europe (MFTB-E), Grafenwöhr, Germany.

3. Congratulations. This Welcome Letter is sent to you because your status in ATRRS, for the United States Army Reserve Resident Combined Arms Exercise (CAX) Course, Class Number **001, 02 MAR 2007**, is that of having a confirmed seat (code “R”) or you are on the “wait list” (code “W”) and your status is anticipated to change to a confirmed seat. Enclosure 1 outlines the **CAX Course Overview**. On behalf of the staff and faculty of the 1st BN (OES) -- welcome!

4. Course Preparation. Training is conducted daily without breaks for weekends or holidays. Pertinent elements of the **Course Structure** are included in Enclosure 2. **Your training begins immediately upon your arrival; therefore, take the time to read this letter in detail and give complete attention to all instructions**, specifically comply and complete the **Course Preparation Checklist** at Enclosure 3. Compliance with the directives outlined will help to make your experience a more pleasant and rewarding one. You will also discover that when you arrive, there will be little time to recover from course preparation mistakes, and the challenges of this course leave little time to gather the pre-requisites of course enrollment.

5. Initial Response. **Provide immediate email confirmation upon receipt of this course preparation memorandum.** Your initial email response will include your completed **Emergency Notification Form**, at Enclosure 4 and the **USAREUR Computer User Test Completion Verification**, as shown at Enclosure 5. Send your response (with completed form) to the email address detailed in paragraph 14. If required, telephonic contact can be made using the numbers listed in paragraph 14; however, telephonic contact will not substitute for the required email response to verify your receipt of this memorandum. Email contact provides information necessary to plan for billeting, course material support, student staff positions, and course registration. Failure to comply may result in your seat being given to a stand-by student.

6. Pre-Course Assignments. You will have two pre-course assignments, which will be emailed to the CAX Course Director **NLT 26 FEB 2006**. Email your assignments to the email address annotated in paragraph 14. Your *Autobiography Work Sheet* is at Enclosure 6 and the *One-Page Writing Assignment* is defined in Enclosure 7.

7. Arrival.

a. **You are expected to report to Building 3123, Camp Normandy, Grafenwöhr Training Area (GTA), in the Army Physical Fitness Uniform (APFU) at 1300 on 02 MAR 2006.**

b. Transportation to the 3747th MFTB-E school house is arranged by your unit; transportation arrangements include travel from “home station” to the schoolhouse and return. Plan ahead for transportation requirements due to seasonal weather traveling conditions.

Most students fly military-provided transportation (arranged by their unit) into Ramstein Air Fields; however, if you fly commercial, request to arrive at the Nürnberg Airport, which is less than one hour’s drive from the schoolhouse. *Grafenwöhr Training Area (GTA) directions* are illustrated at the 3747 MFTB-E Web site <http://www.7arcom.army.mil/3747tb/index.htm>

d. Contact the mobile phone number detailed in paragraph 14 to confirm your arrival to the Grafenwöhr Training Area.

e. **Be on time!**

8. Eligibility Verification.

a. **Having a Reserved Seat in ATRRS does not enroll you in the course.** Your enrollment is determined by the eligibility documents confirming your preparedness for the terminal learning objectives of the CAX Course. **Your eligibility to receive course instruction will be verified prior to enrolling you in the CAX Course; be prepared!**

b. Ensure you can **immediately provide** the required documents when requested to verify your eligibility to attend the course. Be prepared to submit two copies of the eligibility documents detailed below – one for submission in creating the class folder and one for your individual student file.

c. **You are highly encouraged to hand carry your eligibility documents. Failure to have the correct documents can prevent your enrollment. Do not depend on your unit to make sure the required documents are provided to you; take individual responsibility!**

d. Following the completion of student weighing and taping, eligibility documents will be collected. *Eligibility Documents* are detailed in Enclosure 8.

e. Failure to successfully complete the eligibility verification, for any reason except the completion of the USAREUR Computer User Test, requires that the first General Officer in your chain of command be notified, in writing, of the reason(s) and your immediate return to your parent unit.

f. If you have already received your room keys, leave all other personnel belongings in your room during the eligibility verification process. If you have not been issued keys to your room, all personal

items brought to Building 3123 will be placed against a wall and out of the way of the eligibility verification process.

g. To participate in the eligibility verification process, change to the tee-shirt, shorts, and socks of the Army Physical Fitness Uniform, and complete the blocks DA Form 5500 (male) or DA Form 5501 (female) to reflect your name, SSN, rank, and age.

h. You are assigned a seat (enrolled) in the course after all of your eligibility documents are verified and collected.

9. In-Processing.

a. Course in-processing consists of several, time-consuming actions that begin immediately after your have completed the eligibility verification process.

b. Course in-processing includes:

1) Assigning room keys and billeting linen (as required)

2) Distributing courseware.

3) Conducting the first CAX Course lesson, *Course Introduction* - Lesson One, to provide an overview of the entire 17-day training period, major student requirements, performance expectations, staff leader-to-staff group relationships, course standards, classroom operating procedures, and courseware organization.

4) Orientation to the GTA.

5) Organizing the student staff. It is the responsibility of the Student Staff XO to organize the staff battle rhythm and classroom, IAW staff leader guidance, prior to the conclusion of Day 1.

6) Assigning Day 1 Out-of-Class Work. You will all receive “homework” on Day 1 and every day after throughout the course until graduation.

10. GTA Support Provisions. *GTA Support Provision*, detailed in Enclosure 9, cover information on transportation, billeting, mail, and GTA facilities support. Billeting will not be available until Day One of your course. **Any transportation or billeting support prior to the start of your course must be coordinated prior to your arrival.**

11. Duty Uniforms.

a. During your entire stay, you will comply with instructions contained in AR 670-1, “The Wear and Appearance of Army Uniform and Insignia.” This regulation also provides guidance on wearing nametags, U.S. Army tags, unit patches, and all other authorized patches and rank insignia. Ensure required patches and grade insignia are present on your uniforms. If you have any questions, read AR 670-1.

b. *Duty Uniforms* are described in Enclosure 10.

c. Recommendation for additional uniforms and equipment to bring to the course is listed in the *Recommended Course Packing List* at Enclosure 11.

12. IMA students have additional financial document requirements to submit. *IMA Pay Packet Requirements* are outlined at Enclosure 12.

13. Social Functions. Three social functions will occur during the conduct of the CAX Course. The Student Staff S5 will facilitate the pre-arranged group mixer at the start of the course, and coordinate and organize a mid-course mixer, and the graduation dinner on the end of the course, in accordance with the course training schedule. **If you are directed to eat government meals, take note that these events are not held in the dining facility. Prior to your arrival at the GTA, coordinate reimbursement of the meals associated with these events on your course assignment orders.**

14. Graduation / DA Form 1059.

a. The Student Staff S5 will coordinate and organize the graduation ceremony.

b. A DA Form 1059, Service School Academic Evaluation Report, will be generated by the schoolhouse for all students who successfully master the tenets of the CAX Course.

c. **It is your responsibility to ensure a copy of your CAX Course DA Form 1059 is provided to your parent unit and filed in your official military file.**

d. Your DA Form 1059 will be presented during the course graduation ceremony.

15. Emergency Telephone Numbers / Contact Information.

a. By direction of the Secretary of the Army and the Chief of Staff, all Active Component, Reserve Component National Guard, Army Reserve, and DOD Civilians are to have an account on our enterprise integrated portal, Army Knowledge Online (AKO).

b. **3747th MFTB-E Course Contact: Mr./MSG Lee ~**

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| 1) DSN | (314) 475-8027 |
| 2) Commercial (within Germany) | 09641-83-8027 |
| 3) Commercial (outside of Germany) | 49011-9641-83-8027 |
| 4) Work Email | david.j.lee@eur.army.mil |
| 5) AKO Email | david.j.lee@us.army.mil |

c. 3747th MFTB-E Fax: DSN (314) 475- 8029 / Commercial: 09641-83-8029.

d. **CAX Course Director: LTC Fiala ~**

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|------------------------------------|--|
| 1) DSN | (314) 430-4986 |
| 2) Commercial (within Germany) | 07116-80-4986 |
| 3) Commercial (outside of Germany) | 49011-7116-80-4986 |
| 4) Work Email | fialac@eucom.mil |
| 5) AKO Email | christineanne.fiala@us.army.mil |
| 6) Mobile | 0175-1909-072 (01149-17519-09072) |

Contact the CAX Course Director upon arrival to GTA.

15. Conclusion. The Combined Arms Exercise Course is designed around the individual student – to increase your understanding of self; broaden your military knowledge base; challenging your preconceptions; and build upon your previous accomplishments. The course can be both stressful and, at the same time, empowering. The overall success of the CAX course, for you, will be reflective of the commitment you make to your self to be involved and take full advantage of the fundamental premise of the CAX Course – your improvement.

16. POC for this memorandum is the CAX Course Director.

12 Enclosures:

1. Course Overview
2. Course Structure
3. Course Preparation Checklist
4. Emergency Notification Document
5. USAREUR Computer User Test Completion Verification
6. Autobiography Work Sheet (Pre-Course Assignments)
7. One-Page Essay (Pre-Course Assignments)
8. Eligibility Documents
9. GTA Support Provisions
10. Duty Uniforms
11. Recommended Packing List
12. IMA Pay Packet Requirements

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JAMES D. DICROCCO
LTC, IN, Army Reserve
Commanding